

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.RPA-
11500

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY FACILITIES MANAGEMENT DIVISION		POSITION NUMBER (Agency - Unit - Class - Serial) 717 – 234 – 4045 – 998	
UNIT NAME AND CITY LOCATED DIRECT CONSTRUCTION UNIT (SACRAMENTO)		CLASS TITLE DIRECT CONSTRUCTION SUPERVISOR III	
WORKING HOURS/SCHEDULE TO BE WORKED 8:00 AM – 5:00 PM MONDAY THROUGH FRIDAY		SPECIFIC LOCATION ASSIGNED TO 1421 NORTH MARKET BLVD., STE. 100 SACRAMENTO, CA 95834	
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 717 – 234 – 4047 – 998	
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
8. BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Facilities Management Division (FMD) Assistant Deputy Director, the Direct Construction Supervisor III will serve as the Direct Construction Unit (DCU) Assistant Chief. The DCU Assistant Chief will be directly responsible for all aspects of DCU's operations such as its administration and construction project management.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
	<p>The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.</p> <p>All work is to be accomplished in accordance with the department's policies and procedures. Additionally, the incumbent is expected to ensure compliance with all applicable state, federal, and local governmental rules, and regulations.</p> <p>This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p> <p>SPECIAL REQUIREMENT(S) <u>Medical Evaluation</u> This position requires Medical Evaluation clearance.</p> <p><u>Background Evaluation</u> This position requires Background Investigation clearance</p>		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print) JEMAHL ÄMEN		SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT			
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.			
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE	DATE

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30%	<p>ESSENTIAL FUNCTIONS:</p> <p><u>CONSTRUCTION PROJECT MANAGEMENT OVERSIGHT</u></p> <ul style="list-style-type: none"> Oversees and assists in the overall technical design, construction, and management for all DCU projects, including the project development, inspection, and supervision and coordination of work performed by civil service employees, casual trades employees, and contractors. Ensures that schedule, budgetary, and workforce constraints, as well as procurement, and contracting limitations are thoroughly considered prior to accepting projects. Directs resolution of technical construction and design-related problems in conjunction with DCU Managers, Direct Construction Supervisors (DCSs), and other appropriate supervisory staff. Conducts routine project site visits to ensure compliance with approved plans and specifications. Routinely collaborates and meets with DCU area and operations managers, DCSs, estimators, client representatives, contractors, inspectors, architects and engineers, the State Fire Marshal, and various levels of administrative staff. Reviews and approves, Conceptual and final project estimates, Project schedules for every project, DCS daily job reports and logs, Change orders, Project overrun requests prior to assigning charges to any overhead accounts, Contract requests and various types of agreements (service, interagency, public works, etc.), P-Card statements, Union MOUs; and Casual Trades RPAs. Collaborates with clients to define project budget, scope, and schedule. Ensures that project methods adhere to industry standards, and code and ordinance requirements, Keeps abreast of modern construction methods, technology, and equipment. Stays informed of the most current applicable code requirements related to construction and labor. Provides special oversight to unique, difficult, and historically significant projects.
30%	<p><u>PROJECT PERFORMANCE</u></p> <ul style="list-style-type: none"> Ensures that all construction projects are completed within the projected timeframe, within budget, and to the client's satisfaction. Coordinates with Area Managers to review each DCS's performance metrics to identify and improve upon any deficiencies. Ensures that all stakeholders remain informed throughout the construction project process. Ensures effective communication with the client throughout the construction project process.
25%	<p><u>STAFF PERFORMANCE</u></p> <ul style="list-style-type: none"> Conveys staff performance expectations using probationary reports and/or Individual Development Plans (IDPs) as well as through daily written and verbal communication. Monitors performance through various production documents, supervisor's daily reports, personal observations, and by one-on-one meetings with staff. Provides regular feedback to staff on performance noting exceptional performance, as well as areas of improvement. Employs the departmental constructive intervention and progressive discipline principles and processes when required.

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	<p><u>STAFF PERFORMANCE (CONT'D)</u></p> <ul style="list-style-type: none"> • Approves timesheets for all direct reporting staff members; has final determination on all DCU staff timesheets. • Approves or denies requests for time-off or overtime for each direct report; has final determination on all DCU staff requests. <p><u>DCU REPRESENTATIVE</u></p> <ul style="list-style-type: none"> • Serves as primary DCU representative with other areas of DGS, as well as with external agencies. • Composes memorandums and issue papers as needed in response to inquiries and concerns regarding constructions projects and/or personnel. • Communicates issues, alternatives, and solutions to executive management and direct reports on a regular basis. • Serves as key representative in executive meetings, discussions, committees, etc. • Acts as Assistant Deputy Director when required. <p><u>MARGINAL FUNCTIONS:</u></p> <ul style="list-style-type: none"> • May be required to serve on high-level, and/or sensitive special projects as needed. • Participates in project teams as required. <p><u>KNOWLEDGE AND ABILITIES:</u> Knowledge of: Building codes, construction methods and materials, construction safety orders, contract law, Public Works Code, State Administrative Manual, and the California Administrative Code; State purchasing methods, personnel management, modern office methods, accounting, business management, and personal and public relations; bid solicitation, record management and computerized information management; methods, processes and materials involved in the construction of wood, steel frame, masonry and concrete buildings; the work of various building trades; the Department's Affirmative Action Program objectives, including the supervisor's role in the Affirmative Action Program, and the processes available to meet affirmative action objectives.</p> <p>Ability to: Calculate material quantities; layout and direct the work of others; prepare correspondence and write clear and comprehensive reports; read and interpret construction plans and specifications.</p> <p><u>DESIRABLE QUALIFICATIONS:</u></p> <ul style="list-style-type: none"> • Proficient in Microsoft Outlook, Word, Excel, PowerPoint, Visio, and Project. • Knowledge and experience with FI\$Cal, PAL, CRUISE, Discoverer, and Primavera applications. • Knowledge and experience with various governmental codes, and other applicable state and federal laws pertaining to construction, public works, and capital outlay. • Exceptional verbal and writing skills. • Dependable, responsible, and flexible. • Detail-oriented, organized, and disciplined. • Ability to manage sensitive and confidential assignments with discretion. • Possession of a valid California State Contractor's license • Possession of valid Architectural or Engineering license • Possession of a 4-year college degree with a concentration in architecture, engineering, construction management, or related field.

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	<p>SPECIAL PERSONAL CHARACTERISTICS:</p> <ul style="list-style-type: none"> • Demonstrated ability to effectively communicate with construction workers, contractors, client representatives, State Fire Marshals, Construction Supervisors, and Project Managers wherein facts are presented in a noisy, dirty, distracting environment. • Demonstrated ability to verbally state clear directives to ensure that expectations are understood and can be acted upon quickly. • Ability to promptly report statuses and issues as they arise to senior management. • Demonstrated ability to foster a team environment and managing organizational changes. <p>INTERPERSONAL SKILLS:</p> <ul style="list-style-type: none"> • Excellent communication skills. • Ability to lead and motivate staff and handle issues in a tactful, effective manner. • Ability to manage a diverse workforce and communication expectations effectively. • Ability to establish and maintain rapport with internal and external customers. • Excellent listening skills, both verbal and non-verbal. • High degree of integrity and accountability. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:</p> <ul style="list-style-type: none"> • Typical work environment shall be an indoor, temperature controlled office environment; however, this position will require incumbent to visit construction project sites and construction shops and warehouses on a regular basis. • Ability to work in a typical construction site that may be noisy, dusty, require hard hats, and consist of uneven terrain. • Ability to work in uneven, rough, sloping surfaces, and roof structures, in order to inspect work at the bottom of footing and utility trenches traversing conduits, piping, rebar, concrete forms, roofs and other construction materials/debris during active construction. • Ability to work in inclement weather conditions. • Ability to climb stairs, ladders, and scaffold. • Ability to manage stress effectively and work under pressure. • Use of a computer on a daily basis. • Ability to sit for prolonged periods of time. • Ability to effectively manage changing priorities. • Ability to drive a state vehicle when needed. • Ability to travel and work in remote locations throughout the state. • Ability to use a smart phone on a regular basis to conduct work remotely. <p>ADDITIONAL QUALIFICATIONS</p> <ul style="list-style-type: none"> • Possession of a valid 'Class C' California driver's license.